

Event Vetting

Government employees, particularly high-level officials like United States Attorneys, are subject to ethical restrictions governing the types of events they may attend. Some restrictions relate to benefits, including luncheons, dinners, awards, and tokens of appreciation they may accept. Other restrictions relate, among other things, to participation in events that are sponsored by persons who do business with or lobby the Government; that have a fundraising component; where it may appear that official attendance is being used to promote the event or the sponsor; or where elected officials may be in attendance. To assist us in vetting compliance with government ethical restrictions, we would appreciate it if you could provide the following information. If you do not have specific information for each response, please provide such general or descriptive information as you currently have. Please do not hesitate to call the Office's Government Ethics Advisor, (b)(6), (b)(7)c, at (b)(6), (b)(7)c or e-mail him at (b)(6), (b)(7)c to discuss th

1. Name, date and time, and location of event.

League of Women Voters of Scarsdale
Food for Thought Fall Membership Luncheon

Scarsdale Golf Club, Clubway, Hartsdale, NY
Friday, October 14, 2016 11:45-1:15 PM

2. Format of event (e.g., cocktails; presentations; speeches; and/or meal).

Sign-in begins at 11:45 and the luncheon sharply at noon. The one Keynote Speaker typically starts speaking at 12:15 and speaks for approximately 25-30 minutes followed by a Q and A of about 15 minutes.

3. Estimated cost per attendee of event.

The cost is around \$40-45 – the fee represents the actual cost of luncheon and gratuity to service staff. Typically, there is no charge for the speakers and their guests (occasionally and/or spouse or children).

4. Are any attendees being charged to attend the event?

- a. If so, who (in general) is being offered free attendance, and who is expected to pay?

Only the speaker and his or her few guests do not pay. Sometimes it is the speaker alone who does not pay. All others must pay – there are no complementary slots extended to public officials, club members or others.

5. Name of entity extending the invitation and link to web site (if any).

League of Women Voters of Scarsdale
www.lwvs.org

- a. Is the entity extending the invitation registered with the Secretary of the Senate and the Clerk of the House of Representatives as a lobbyist pursuant to Section 1603(a) of Title 2 of the United States Code?

No.

6. Sponsor of event if different from above.

N/A

- a. Is the sponsor of the event registered with the Secretary of the Senate and the Clerk of the House of Representatives as a lobbyist pursuant to Section 1603(a) of Title 2 of the United States Code?

7. Names of additional entities that will be recognized for sponsorship or support of the event.

None

8. How many persons are expected to attend?

Typically we have about 50-60 but on occasion we have had as many as 90+

9. Demographics of expected attendees (*e.g.*, lawyers; law enforcement; business leaders; students; etc.)

All of the above. Our membership is primarily local and predominantly female. Most members have a graduate degree or two and are very involved in local leadership (lawyers, business leaders, teachers, judges and some local and federal elected officials). Members of the Town leadership, school board and other civic leaders usually attend (we are a nonpartisan township and most positions are volunteer). Depending upon the schedule, the Scarsdale High School may have some teachers and students attend.

10. Are any elected officials expected to attend and, if so, what is their expected role?

We usually have a large representation from Village government, a small handful of state and county elected officials and occasionally a Congressional Representative will attend. Their role is that of an attendee and their presence will not be announced if it is an election year for them.

11. Is there a fundraising component to the event? (*e.g.*, program advertisements; dinner ticket price; silent auction)? If so, please describe.¹

No fundraising involved in the event.

12. Expected role of U.S. Attorney (*e.g.*, simple attendance; remarks; speech)

The US Attorney is invited as the Keynote Speaker (our only speaker). He would provide remarks (generally 25-30 minutes) and then preside over a Q and A of about 15 minutes.

13. If the U.S. Attorney is being honored: N/A

- a. What are the criteria your organization applies to determine who should be honored for this specific award?
- b. What is the internal process by which your organization selects potential honorees?
- c. For what specific public service or achievement do you wish to honor the U.S. Attorney?
- d. Did any of the accomplishments of the U.S. Attorney which you wish to honor directly affect the organization or its members? (Describe.)
- e. Do any of the board members or host committee or senior staff have any matters pending before or involving the United States Attorney's Office for the Southern District of New York?

¹ For events that involve any fundraising leading up to or during the event: The United States Attorney may not participate in any active fundraising activity with respect to the event. Nor may the U.S. Attorney allow his name, position, or title to be used for any fundraising activity for your organization. If applicable, you may list his name as an awardee and/or speaker on the program and on invitations issued not more than 30 days prior to the event, along with other information about the program. He may not be listed on any "save the date" notices. Failure to comply with these limitations may preclude the U.S. Attorney from appearing at the event. If the U.S. Attorney is giving an official speech, he may be seated and have photos taken as appropriate for a speaker at the event, but you may not use his photo in connection with any other fundraising efforts.

f. Please provide a description and the value of any award item (if the award item is a plaque, certificate or trophy of little intrinsic value, you may so indicate).

g. Who else is expected to be honored at the event? N/A

14. If the U.S. Attorney is making a presentation, who else is expected to be making a presentation/be on a panel?

There is no panel – he would be speaking on his own. He is welcome to present a Powerpoint or not. The event typically is videotaped by our local Scarsdale TV and broadcast to local residents. This is optional and up to the speaker – it is not mandatory.

a. Will the U.S. Attorney be presented with a token or memento in appreciation for his presentation?

- i. ☐ Nothing
- ii. ☐ Plaque or other memento of little intrinsic value
- iii. ☒ Other. Please describe, including its value.

We typically thank our speakers with a \$50 gift card, which some speakers accept and some decline. Advanced notice of gift policy would be appreciated.

15. Describe any special seating arrangements for U.S. Attorney, *e.g.*, dais, general seating (depending on the nature of the event, the U.S. Attorney may or may not be able to accept “dais” seating.)

The speaker sits at one of the large round tables near the podium, with the League President, the Speaker Coordinator and whoever else sits at that table. There is no assigned seating.

16. Promotion of the event: please provide a copy of or link to the invitation/promotional material for the event (or if not available, for the prior year’s event).

We have two annual membership luncheons: This is the link to our Spring luncheon, which was held a few months ago. The announcement would be in a similar format.

http://www.lwvs.org/Annual_Meeting.html